



2015 Indiana Day of Service Mini Grant Request for Projects



Purpose

Serve Indiana is a voice for service and volunteerism in the state. Therefore, mini-grants are being offered to provide resources to coordinate Day of Service projects. The goal of this Mini-Grant program is to demonstrate the power of service as a solution to community needs. Serve Indiana encourages Day of Service projects that (1) demonstrate community connections and use of local resources, (2) build capacity of local volunteer centers and national service programs through regional networking and co-planning of activities, and (3) increase national service participant and volunteer understanding and commitment to national service and volunteerism.

The Corporation for National and Community Service (CNCS) and Serve Indiana strive to ensure all service experiences are meaningful for all participants. To this end, the mini-grant applicants are required to ensure projects and locations are accessible to all volunteers and participants.

Please submit one application for each Day of Service an organization wishes to apply for. Proposed projects or events *must occur on or around the Day of Service*.

National Day of Service and Remembrance pays tribute to honor the sacrifice of those lost and to those who rose in service. Examples include honoring veterans, soldiers, or first responders by collecting donations, assembling care packages, and writing thank you letters. <http://911dayofservice.org/> September 11, 2015

Make a Difference Day: No matter who you are or where you're from, everyone has the power to do something that improves the life of another. Whether it's starting a project that helps one person, or working on one that benefits a whole community, every contribution makes a difference. <http://makeadifferenceday.com/> October 24, 2015

Family Volunteer Day: Family Volunteer Day is a day of service that demonstrates and celebrates the power of families who volunteer together, supporting their neighborhoods, communities and the world. <http://www.pointsoflight.org/signature-events/family-volunteer-day> November 21, 2015

Martin Luther King Jr. Day of Service: Designed to help develop opportunities for people across Indiana to engage in volunteerism and service during the week of the Martin Luther King, Jr. holiday. The MLK Jr. Day of Service empowers individuals, strengthens communities, bridges barriers, creates solutions to social problems, and moves us closer to Dr. King's vision of a beloved community. <http://mlkday.gov/> January 19, 2015

Alternate Day: Proposals will be accepted for a day of service that aligns with your organizations needs and schedule. Please identify the date and why that day was selected.



2015 Indiana Day of Service Mini Grant Request for Projects



Eligible Applicants

National service grantees, volunteer centers, nonprofits, K-12 and higher education institutions are eligible to apply. Applicants serving as intermediaries are encouraged to apply and are eligible for a higher grant award based upon the projects proposed.

Grant Amounts/Awards

Grants will be awarded based upon project needs, a minimum of \$1,000 and up to \$2,500 depending on the size and scale of the project. Intermediaries are eligible to apply for up to \$10,000 (maximum of \$2,500 for four service projects or more projects at a lower amount per project).

The amount of the award will be determined based upon the strength of the application, the financial needs of the project, and evidence of collaboration. All grant awards will be in the form of reimbursement.

Funding Guidelines Applicants are encouraged to consider the following:

- Funds must be used to support elements of a service project
- Projects must focus on education, health, clean energy/environmental stewardship, economic opportunity, disaster preparedness, supporting veterans and military families, or public safety.
- Projects should demonstrate collaboration among multiple organizations such as higher education institutions, volunteer centers, youth service organizations, and/or national service programs.

Allowable Expenses

Mini-grant funds must be used to support essential volunteer project materials that correlate with the volunteer project activities outlined in the project description section of the application. Allowable expenses include, but are not limited to, the following items:

- Environmental clean-up supplies (ie. gloves, rakes, shovels) -Building supplies (ie. lumber, nails, hammer)
- Educational supplies (ie. books, markers, scissors)
- Applicants are encouraged to find alternate or match funding for supplemental items that are not essential to the success of the volunteer project such as snacks, t shirts, water. Please use the budget explanation section of the application to clearly explain why the items listed in the budget are essential to the success of the community volunteer project.

Funding Authority Corporation for National and Community Service

Reporting Requirement

Grant recipients must provide Serve Indiana with a completed final report within one month after the project. Keep in mind that the grant reimbursement process cannot begin until the report is submitted. If your report is not submitted by the deadline, your grant agreement will be voided and no funding will be awarded. Final project reports will, at a minimum, include the following: number of participants, total number of volunteers engaged, number of new volunteers recruited, number of total hours served by all volunteers, number of community partners, project outcomes.



2015 Indiana Day of Service Mini Grant Request for Projects



Deadlines

National Day of Service and Remembrance and Alternative Day	Make a Difference Day and Family Volunteer Day and Alternative Day	Martin Luther King Jr. Day and Alternative Day
July 17, 2015 by 5 pm ET	August 17, 2015 by 5 pm ET	October 23, 2015 by 5 pm ET

Notification Awards will be made upon review and approval of the application. Applicants will be notified by e-mail within three weeks after the above deadlines.

Application Instructions

1. Online application: <https://www.surveymonkey.com/s/85ZZNQN> (Questions are listed at the end of this document.)
2. Budget Worksheet (Last page of this document)
3. REGISTERED BIDDER: This is required. Instructions here: <http://www.in.gov/idoa/2464.htm>
4. VENDOR Registration: Complete the attached W9 and director deposit form and submit as soon as possible to Serve Indiana.

Questions to be answered in Survey Monkey include:

1. Background
 - a. Describe the organizations past experience successfully planning Day of Service projects or experience with other community service activities.
2. Project Design (relate specifically towards the Day of Service)
 - a. Describe the identified community need(s) to be addressed and a strategy to impact them through the Day of Service project.
 - b. Provide a brief description of the service project, including the overall objective, project date(s) and location, description of activities, the roles for volunteers and number of new volunteers to be engaged.
 - c. Describe how reflection activities will be incorporated into the project.
 - d. Describe how the organization will recruit and engage a diverse pool of community volunteers, especially new volunteers not previously involved with the sponsoring organization(s).
 - e. Describe how the organization will make the project accessible and inclusive for all people.
 - f. Describe how the organization will publicize the event to potential sponsors, community partners, and the media to strengthen awareness of the Day of Service.



2015 Indiana Day of Service Mini Grant Request for Projects



- g. Describe how the organization will partner with the other agencies or groups in the local community to assist with project development or volunteer recruitment.
- h. Describe the plan and process for collecting data (number of participants, number of volunteer hours, etc) and evaluating the project.

3. Project Goals and Outcomes

- a. State a desired outcome (change or benefit) for the community being served
- b. State a desired outcome (change or benefit) for the engaged volunteers
- c. Describe how the project addresses the community need in a sustainable way.

4. Budget Explanation

- a. Why are the items listed in the budget essential to the success of the community volunteer project?



**2015 Indiana Day of Service
Mini Grant Request for Projects**



Budget Worksheet Application

This budget worksheet is to be completed with as much detail as possible. Please be sure to indicate the price per unit for all items, regardless of whether the item is requested to be funded through the grant.

Please complete the following worksheet by listing any and all expected. Please be specific in listing the item required and its source. When listing the price for the item, please indicate the total cost for the quantity requested, not the cost per item.

Item	Source of Item	Quantity	Price Per Item	Total Cost	Grant Funds Requested	Matching or In-Kind Funds	Source of Matching or In-Kind Funds

Total Budgeted:	\$
Total Requested:	\$